



CANNON BUILDING  
861 SILVER LAKE BLVD., SUITE 203  
DOVER, DELAWARE 19904-2467

**STATE OF DELAWARE  
REAL ESTATE COMMISSION**

Posted 10/29/2015 JW  
Posted 11/04/2015 JW

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**PUBLIC MEETING NOTICE: REAL ESTATE EDUCATION COMMITTEE**

**MEETING DATE AND TIME: Thursday, November 5, 2015 at 9:30 a.m.**

**PLACE: Division of Professional Regulation  
861 Silver Lake Boulevard, Cannon Building  
Second Floor Conference Room A  
Dover, Delaware**

**AMENDED AGENDA  
(Amended items are denoted with an asterisk)**

- 1.0 Call to Order
- 2.0 Review and Approval of Minutes
  - 2.1 Meeting Minutes – October 1, 2015
- 3.0 Unfinished Business
  - 3.1 Discussion Regarding Intermediate or Advanced Difficulty Level Requirement for Online CE's
  - 3.2 Review Final Draft of Proposed Guidelines Addressing Online Pre-Licensing Courses
  - 3.3 Discussion Regarding Potential Revisions to Broker's Course Outline
  - \*3.4 Review Previously Tabled Course Provider Applications for Delaware School of Real Estate
    - 3.4.1 Course Title: Guiding Homebuyers – Current Mortgage Programs & Topics  
Credit Hours: 3.0  
Module: 7
    - 3.4.2 Course Title: The 15 Minute Walk Through  
Credit Hours: 3.0  
Module: 7
- 4.0 New Business
  - 4.1 Update from the Commission
  - 4.2 Review of Course Provider Applications
    - 4.2.1 Course Provider: Association of REALTORS® School
      - 4.2.1.1 Course Title: The Essentials of Risk Reduction for Agents & Brokers  
Credit Hours: 3.0  
Module: 6

- 4.2.1.2 Course Title: Selling HUD Homes – Making it Easy!  
Credit Hours: 3.0  
Module: 6
- 4.2.1.3 Course Title: Real Estate Documents  
Credit Hours: 3.0  
Module: 3
- 4.2.1.4 Course Title: Legal Issues in Commercial Real Estate  
Credit Hours: 3.0  
Module: 3 or 5 or 7
- 4.2.1.5 Course Title: From Completion to Closing: An Antitrust and RESPA Guide  
for RE Licensees  
Credit Hours: 3.0  
Module: 5 or 6 or 7
- 4.2.1.6 Course Title: 15 Things RE Licensees Should Not Do  
Credit Hours: 3.0  
Module: 4 or 7
- 4.2.1.7 Course Title: Agency & Fair Housing  
Credit Hours: 3.0  
Module: 1
- 4.2.1.8 Course Title: Buyer Agency: A Practical Guide  
Credit Hours: 3.0  
Module; 7
- 4.2.1.9 Course Title: Ethics in Real Estate  
Credit Hours: 3.0  
Module: 2
- 4.2.2 Course Provider: Delaware School of Real Estate
  - 4.2.2.1 Course Title: Differences Between DE, MD & PA RE Contracts  
Credit Hours: 3.0  
Module: 3
  - 4.2.2.2 Course Title: Credit 101  
Credit Hours: 3.0  
Module: 7
- 4.2.3 Course Provider: The Frederick Academy of Real Estate
  - 4.2.3.1 Course Title: Real Estate Investment Fundamentals  
Credit Hours: 3.0  
Module: 6
  - 4.2.3.2 Course Title: Practices for the Commercial Agent and Commercial Broker's  
Lein  
Credit Hours: 3.0  
Module: 6
  - 4.2.3.3 Course Title: Real Estate Hot Buttons and Issues

Credit Hours: 3.0  
Module: 7

4.2.4 Course Provider: McKissock, LP

4.2.4.1 Course Title: Real Estate Safety: Protect Yourself During a Showing  
Credit Hours: 3.0  
Module: 7

4.2.4.2 Course Title: How to Work with Real Estate Investors – Part 1  
Credit Hours: 3.0  
Module 7

4.2.4.3 Course Title: Niche Marketing: Narrow Your Focus  
Credit Hours: 3.0  
Module: 7

4.2.4.4 Course Title: Mortgages, Loans and Laws – How They Help Your Client  
Credit Hours: 3.0  
Module: 7

4.2.4.5 Course Title: Common Mistakes Every Agent Should Avoid  
Credit Hours: 3.0  
Module: 7

\*4.2.4.6 Course Title: A New Look at Contract Law  
Credit Hours: 3.0  
Module: 7

4.2.5 Course Provider: Real Estate Institute of Delaware

4.2.5.1 Course Title: Delaware Pre-Licensing Course  
Credit Hours: 99.0

\*4.2.5.2 Course Title: Credit 101 – Understanding FICO  
Credit Hours: 3.0  
Module: 7

4.2.6 Course Provider: Ward & Taylor, LLC

4.2.6.1 Course Title: Short Sales & Foreclosures  
Credit Hours: 3.0  
Module: 6 or 7

4.2.6.2 Course Title: Credit 101  
Credit Hours: 3.0  
Module: 7

\*4.2.7 Course Provider: Coldwell Banker Residential Brokerage School of Real Estate

4.2.7.1 Course Title: Delaware Pre-Licensing Course  
Credit Hours: 99

\*4.2.8 Course Provider: New Castle County Board of REALTORS®

4.2.8.1 Course Title: REALTOR Safety & Self Defense  
Credit Hours: 3.0  
Module: 7

\*4.2.9 Course Provider: Sussex County Association of REALTORS®

4.2.9.1 Course Title: e-Pro® Certification: Day 1  
Credit Hours: 6.0  
Modules: 6 & 7

4.3 Review of Instructor Applications

4.3.1 Margaret Colman

Continuing Education: New Licensee Modules 1 – 4; Continuing Education Modules 1 – 6; Module 7 – Ultimate RE Professionalism, Negotiating; How to Have a Smooth Settlement; Helping Seller Clients Make Better Decisions; Assisting the Internet Customer; Understanding the Addenda

Pre-Licensing Course: Orientation; Real Estate Sales

4.3.2 William Frost

Continuing Education: New Licensee Modules 1 & 4; Continuing Education Modules 1 – 4; 6 & 7 – Code of Ethics; Financing; Investment in RE; Contacts; Contract Addenda

Pre-Licensing Course: Orientation; Real Estate Mathematics

4.3.3 Richard Heller

Continuing Education: Modules 3, 5 & 7 – Commercial RE. 1031 Tax Exchange, RESPA, Tax Benefits; Taxation; Residential RE

Pre-Licensing Course: Real Estate Law

Broker's Course: Real Estate Documents; Financing; Ethics; Legal & Governmental Aspects of Real Estate; Real Estate Investment

4.3.4 Charles Martin

Continuing Education: New Licensee Modules 1 – 4; Continuing Education Modules 1 – 4 & 6

Pre-Licensing Course: Real Estate Sales

4.3.5 Claire McLaughlin

Continuing Education: Continuing Education Modules 1 – 6; 7 – Contract to Settlement; Common Contract Addenda

4.3.7 Paul Wildey

Continuing Education: Continuing Education Modules 1 – 6; 7 – Contract to Settlement; Common Contract Addenda

\*4.3.8 Ruth Briggs-King

Continuing Education: New Licensee Modules 1 & 4; Continuing Education Modules: 2; 4; 5; & 7

Pre-Licensing Course: Orientation

Broker's Course: Ethics

- \*4.3.9 Scott Deputy  
Continuing Education: Continuing Education Module 7 – Realtor Safety & Self-Defense

4.4 Review and Consider Letter of Interest for Upcoming Sussex County Professional Member Vacancy

4.4.1 Virgil Bullis, Sr.

- \*4.5 Review of Student Request for Approval of Continuing Education
  - 4.5.1 Student Name: Robert Walsh
  - Course Title: NAR Ethics
  - Course Provider: Sussex County Association of REALTORS ®
  - Credit Hours: 3.0
  - Requesting Approval for Module: 7

5.0 Correspondence

6.0 Other Business before the Committee (for discussion only)

7.0 Public Comment

8.0 Next Meeting – December 3, 2015 at 9:30 a.m.

9.0 Adjournment

**Please Take Note:** To assure consideration of an application at a meeting, the Board office must receive all of these items no later than 4:30 p.m. ten full working days before the meeting date:

- Completed, signed and notarized application form,
- Fee payment, and
- All required documentation.

A final amended agenda will be published to reflect any items received after the original agenda is posted.

Unforeseen circumstances may result in a meeting being cancelled due to a lack of quorum.

Pursuant to 29 Delaware Code, Section 10004(e)(2), the Board shall pre-announce or pre-publish all Executive Sessions; however, such agenda shall be subject to change to include additional items including Executive Sessions which arise at the time of the body's meeting.

**MEMBERS: PLEASE CALL THE BOARD OFFICE AT 302-744-4500 OR EMAIL [customerservice.dpr@state.de.us](mailto:customerservice.dpr@state.de.us) IMMEDIATELY IF YOU CANNOT ATTEND THE MEETING. THANK YOU.**